

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy

STD.262 (REV. 6-93c)

Statement below

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director			Bargaining Unit # E99			DIVISION OR BUREAU Executive Office		
						INDEX PCA 5103 50001		
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento			STATE CA			ZIP CODE 95811		

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK- FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
4/1		Sacramento						PC	6.00	4	2.00		8.00	
4/5	0700	Sacramento to San Jose						PC	4.00	241	120.50		124.50	
	1700	San Jose to Sacramento									-		-	
4/8		Sacramento						PC	10.50	8	4.00		14.50	
4/9	0615	Drove to Sacramento A/P						PC		10	5.00		5.00	
		Sacramento to Ontario					19.35	RC	8.00		-		27.35	
4/11		Burbank to Sacramento						PC	27.00		-		27.00	
	1754	End of Trip									-		-	
4/12	0800	Sacramento to Oroville						PC		139	69.50		69.50	
		Oroville to Sacramento									-		-	
	1500	End of Trip									-		-	
		Sacramento						PC	7.00	4	2.00		9.00	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			-	-	-	-	-	19.35	-	62.50	406.00	203.00	-	284.85

COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												\$	284.85

(11) PURPOSE OF TRIP, REMARKS AND DETAILS 4/1 - Director attended Sacramento meetings. 4/5 - Drove to / from Sacramento to San Jose for Speaking Engagement with Santa Clara Housing Trust Briefing. 4/8 - Sacramento meeting at the Capitol. 4/9 - Drove to the Sacramento A/P for flight to Ontario for a Speaking Engagement with the League of Cities Policy Committee... Returned rental car. 4/11 - Flight from Burbank to Sacramento HQ. 4/12 - Drove to / from Sacramento to Oroville for a Federal Funding Event...meetings that afternoon in Sacramento.	(12) NORMAL WORK HOURS 8:00 AM - 5:00 PM
	(13) PRIVATE VEHICLE LICENSE No.
	(14) MILEAGE RATE CLAIMED \$0.50
	AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE Lynn L. Jacobs	DATE 04/27/10	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT Elliott Mandell	DATE 04/27/10
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(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)	DATE
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(2)				BREAK- FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Apr-10														
4/13	1000	Sacramento to Napa						PC		116	58.00		58.00	
		Napa to Sacramento									-		-	
	1500	End of Trip									-		-	
4/21		Sacramento						PC	13.50		-		13.50	
	1800	Drove to Sacramento A/P						PC		12	6.00		6.00	
		Sacramento to Burbank									-		-	
4/22		Valencia									-		-	
4/23		Ventura						RC	21.29		-		21.29	
4/25		Burbank to Sacramento						PC	36.00		-		36.00	
	1740	End of Trip									-		-	
4/26		Sacramento						PC	3.00	4	2.00		5.00	
											-		-	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			-	-	-	-	-	-	-	73.79	132.00	66.00	139.79	

COLUMN CODE (ACCTG USE ONLY)

CLAIM TOTAL

\$ 139.79

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

4/13 - Drove to / from Sacramento to Napa for Speaking Engagement at CDAC....meetings in Sacramento that afternoon. 4/21 - Meetings in Sacramento...drove to Sacramento A/P for a flight to Burbank. 4/22 -Speaking Engagement in Valencia...2010 Real Estate Economic Outlook Conference. 4/23 - Meetings in Ventura...returned Rental car. 4/25 - Flight from Burbank to Sacramento HQ. 4/26- Sacramento meetings.

(12) NORMAL WORK HOURS

8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

\$0.50

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

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CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

04/26/10

Elliott Mandell

04/27/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

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DATE	TIME										MILES	AMOUNT		
Apr-10														
4/27		Sacramento						PC	10.50	4	2.00		12.50	
4/28		Sacramento						PC	18.00	4	2.00		20.00	
	1200	Sacramento to Monterey	Complimentary			18.00		PC		379	189.50		207.50	
		Monterey		6.00							-		6.00	
4/30	1600	End of Trip						PC	44.00		-		44.00	
											-		-	
											-		-	
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											-		-	
(10) SUBTOTALS			-	6.00	-	18.00	-	-	-	72.50	387.00	193.50	-	290.00
COLUMN CODE (ACCTG. USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

4/27 - Director attended HCD workshops at the Housing California Conference in Sacramento.
 4/28 - Speaking Engagement at the Housing California Conference...and drove to Monterey for the CALCOG Conference. 4/29-30 CALCOG Meetings and Speaking Engagement...drove from Monterey to Sacramento. End of Trip at 1600 hours.

(12) NORMAL WORK HOURS

8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

\$0.50

AGENCY ACCOUNTING OFFICE
 USE ONLY

PAID BY REV. FUND CHECK No.

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04/27/10

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